

Lake County Sheriff's Office

Sheriff Frank Leonbruno

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2019 ANNUAL REPORT

2019 Administrative Support Services Annual Report



Lori Gladding

Support Services Administrator

The Lake County Sheriff's Office's *Support Services Division* handles a wide-range of responsibilities that are integral to the operations of this office. It is their responsibility to maintain the flow of all paperwork issued by the courts to the Sheriff's Office. All indictments, summons, protection orders are filed through the Civil Division of the Sheriff's Office. All warrants and extradition papers are handled by the Jail Trac/Jail Records Division. The Support Services Division assures that these papers are served in a timely manner and are properly returned to the court system. They are also responsible for collecting and recording any Sheriff's fees generated by the service of this paperwork.

Responsibilities of the Support Services Division include:

- Accounting - handles all money coming in and out of the Sheriff's Office; processes all orders for the Sheriff's Office and pays all bills; makes travel arrangements for training for employees.
- Civil Process - processes and serves all civil papers which includes, but not limited to protection orders, foreclosures, summons on indictment and subpoenas.
- Jail Records – processes all paperwork for inmates being booked into the Jail and released from the Jail; schedules all prison trips and Court appearances.
- Public Records – processes all requests for records made by attorney offices and the public.
- Jail Trac – processes, prepares and enters all warrants received from the Courts. Works closely with Jail Records to process paperwork for all inmates in Jail.
- Personnel / Payroll – takes care of different payrolls for the Sheriff's Office as well as all personnel matters and insurance paperwork for all employees.
- Sheriff Sales – handles foreclosure process from the time the property is ordered to be sold at auction to the time it is auctioned off and all funds disbursed.
- Traffic and Criminal – processes all accident reports and traffic reports. Works closely with the Court regarding charges on traffic cases; processes junk cars from traffic accidents as well as processes record/background checks from various agencies.
- Detective Bureau - assists the Detective Bureau with all criminal cases; prepares cases to be taken to Grand Jury; processes expungements

The Support Services Division daily operations typically functions with a staff of five (5) full-time Jail Trac Clerks and two (2) part-time Clerks that work on a 28 day rotating shift; seven (7) full-time clerks that comprise of the Traffic/Accident, Civil Process, Sheriff Sales, Accounting, Personnel/Payroll, Front Counter and Detective divisions; one (1) full-time Jail Record Clerk; one (1) part-time Clerk that assists with miscellaneous duties at the Front Counter and one (1) part-time Clerk that assists with Sheriff's Sales.

A lot of positive changes have taken place in the Support Services Division in 2019! We are continuing to send all paperwork electronically between the Sheriff's Office and the Courts to improve the efficiency of documenting results of Court hearings.

We continue to scan all our documents (i.e. warrant jackets, civil process jackets, sheriff sale jackets, incident reports, expungements) to eliminate the need for microfilming as well as abide by the Record Retention Schedule.

As always, we are constantly cross-training Clerks in order to achieve the ultimate goal of all Clerks being able to perform in all positions to keep the Front Office running efficiently. Jail Trac/Jail Records Clerks are being cross-trained as well in order to help with the flow of paperwork and allow coverage in case of sick time and emergency situations.

In the Civil Process Division, the number of papers received has increased over the last two years as well as the number of civil stalking and domestic violence protection orders which rose by 21% from the previous year.

The number of warrants received for the year 2019 increased 6% from last year. The total number of active outstanding warrants from 1996 to 12/31/19 is 931. This figure has increased over the last two (2) years.

The number of foreclosures received by the Sheriff's Office dropped 3% from 2018. Pursuant to HB390 that passed in September of 2017, Private Selling Officers could be appointed by the Court to sell foreclosed properties but the Sheriff's Office would still appraise those properties. This is called an Appraise Only. The Sheriff's Office received a total of 84 appraise only's in the year 2019 which is a decrease of 118 from the year before. Even though the amount of foreclosures decreased, the amount of poundage increased by over \$7,000 because there were more third party sales in 2019.

Also, pursuant to HB390, all County Sheriffs in the State of Ohio must be set up for on-line bidding in five years or by 2022. I am working with our IT Department to get this set up in 2021.

The duties of the Clerks in the Support Services Division not only include those as listed above but also processing GIR's (General Incident Reports), case reports for Job & Family Services, house checks, record/background checks as well as Public Records Requests. As you can see, the Support Services Division processes a lot of the paperwork that supports the entire Lake County Sheriff's Office.

We are always conducting in-house training in various areas (i.e. Protection Orders, Extraditions) to assist the Clerks in becoming more proficient in their jobs. I also plan on working with our LEADS TACs to conduct LEADS training classes, which involves the State of Ohio and NCIC nationwide data base for law enforcement.

We are continually working with the Courts to implement procedures to help the flow of paperwork and to better assist the Jail and Court Services Offices in performing their jobs.

Overall, the Support Services Division continues to work diligently to serve the needs of the Sheriff's Office as well as the public.

Lori Gladding

Lake County Sheriff's Office
Support Services Administrator
Records Custodian

Clerical Division Activity

<i>Type of Paper</i>	<i>2019</i>	<i>2018</i>	<i>Difference</i>
<i>CAD Case Numbers</i>	<i>87,454</i>	<i>91,634</i>	<i>-4,180</i>
<i>Warrants Received</i>	<i>1,867</i>	<i>1,765</i>	<i>+102</i>
<i>Warrants Served</i>	<i>1,524</i>	<i>1,339</i>	<i>+185</i>
<i>Warrants Recalled/Returned</i>	<i>319</i>	<i>343</i>	<i>-24</i>
<i>Warrants – Current Active (1996 to 12/31/19)</i>	<i>931</i>	<i>921</i>	<i>+ 10</i>
<i>Inmate Booking Packets</i>	<i>5,137</i>	<i>5,249</i>	<i>-112</i>
<i>Record Background Checks</i>	<i>742</i>	<i>1,146</i>	<i>-404</i>
<i>Expungements</i>	<i>287</i>	<i>400</i>	<i>-113</i>
<i>Public Record Requests</i>	<i>181</i>	<i>150</i>	<i>+31</i>
<i>House Checks</i>	<i>129</i>	<i>88</i>	<i>+41</i>

Five Year Statistics on Clerical Division Activity

<i>Type of Paper</i>	<i>2019</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>
<i>CAD Case Numbers</i>	<i>87,454</i>	<i>91,634</i>	<i>95,357</i>	<i>88,152</i>	<i>89,087</i>
<i>Warrants Received</i>	<i>1,867</i>	<i>1,765</i>	<i>1,762</i>	<i>1,859</i>	<i>1,682</i>
<i>Inmate Booking Packets</i>	<i>5,137</i>	<i>5,249</i>	<i>5,245</i>	<i>5,372</i>	<i>4,960</i>
<i>Record Background Checks</i>	<i>742</i>	<i>1,146</i>	<i>903</i>	<i>844</i>	<i>847</i>
<i>Expungements</i>	<i>287</i>	<i>400</i>	<i>350</i>	<i>246</i>	<i>156</i>

Painesville Municipal Court 2019 Traffic and Criminal Disbursements

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
January	\$7,643	\$1,768	\$350	\$1,758	\$11,519
February	\$8,461	\$1,570	\$682	\$1,573	\$12,286
March	\$8,422	\$1,951	\$387	\$2,470	\$13,230
April	\$6,458	\$2,239	\$449	\$1,585	\$10,731
May	\$7,216	\$3,294	\$275	\$2,558	\$13,343
June	\$7,100	\$2,187	\$473	\$1,239	\$10,999
July	\$8,892	\$1,711	\$294	\$2,861	\$13,758
August	\$6,838	\$1,474	\$175	\$1,366	\$9,853
September	\$6,205	\$1,663	\$178	\$1,788	\$9,834
October	\$8,003	\$1,424	\$351	\$1,747	\$11,525
November	\$7,397	\$1,817	\$215	\$1,515	\$10,944
December	\$6,986	\$1,874	\$345	\$1,508	\$10,713

	<i>Traffic Fines & Waivers</i>	<i>Criminal Waivers</i>	<i>DUI & Drug Fines</i>	<i>Sheriff Fees</i>	<i>Total</i>
2015	\$97,727	\$22,427	\$1,921	\$17,416	\$139,491
2016	\$86,186	\$26,307	\$ 2,156	\$19,743	\$139,491
2017	\$87,703	\$25,077	\$3,479	\$18,412	\$134,671
2018	\$83,068	\$25,603	\$5,589	\$19,708	\$133,968
2019	\$89,621	\$22,972	\$4,174	\$21,968	\$138,735

Painesville Municipal Court Five Year Statistics on Traffic and Criminal Disbursements

2019 Monthly Traffic Statistics

Month	Total Accidents	Fatals	Injury	Private Property	OVI	No O.L./DUS	Junk Vehicles Processed
January	70	0	11	04	07	51	04
February	49	0	07	13	05	20	00
March	65	0	15	14	04	31	04
April	47	0	18	07	06	27	00
May	70	0	22	12	08	21	01
June	51	0	17	12	06	38	03
July	51	0	13	15	08	27	07
August	42	1	08	08	09	24	03
September	55	0	04	15	04	20	00
October	50	0	07	07	07	37	04
November	69	0	12	10	07	48	12
December	53	0	10	09	06	36	01
Totals	672	1	144	126	77	380	39

2019 Civil Process

TYPE OF ACTION	2019	2018	Difference
<i>Papers Received</i>	1,949	1,872	+ 77
<i>Total Served</i>	1,606	1,563	+43
<i>Returned/Recalled- Unservable</i>	343	306	+37
<i>Summons on Indictments</i>	384	391	-07
<i>Stalking/Domestic Protection Orders</i>	618	507	+111

Five Year Statistics on Civil Process

Type of Paper	2019	2018	2017	2016	2015
<i>Papers Received</i>	1,949	1,872	1,927	1,953	1,902
<i>Total Served</i>	1,606	1,563	1,582	1,646	1,588
<i>Returned/Recalled- Unservable</i>	343	306	345	315	313
<i>Summons on Indictments</i>	384	391	444	420	358
<i>Stalking/Domestic Protection Orders</i>	618	507	455	490	432

2019 Sheriff's Sales

<i>TYPE OF ACTION</i>	<i>2019</i>	<i>2018</i>	<i>Difference</i>
<i>Foreclosures</i>	<i>402</i>	<i>416</i>	<i>- 14</i>
<i>Writs</i>	<i>62</i>	<i>63</i>	<i>- 01</i>
<i>Executions</i>	<i>9</i>	<i>7</i>	<i>+ 02</i>
<i>Replevins</i>	<i>21</i>	<i>12</i>	<i>+ 09</i>
<i>Appraise Only</i>	<i>84</i>	<i>118</i>	<i>- 34</i>
<i>Total Papers</i>	<i>578</i>	<i>616</i>	<i>- 38</i>

<i>Foreclosures</i>	<i>2019</i>	<i>2018</i>	<i>Difference</i>
<i>Total Appraised</i>	<i>\$54,426,053.00*</i>	<i>\$85,719,000.00</i>	<i>-\$31,292,947.00</i>
<i>Total Sales</i>	<i>\$24,734,860.34</i>	<i>\$27,885,563.22</i>	<i>\$3,150,702.88</i>
<i>Third Party Sales</i>	<i>\$8,554,213.00</i>	<i>\$8,051,503.22</i>	<i>+\$502,709.78</i>
<i>Poundage Earned</i>	<i>\$128,313.20</i>	<i>\$121,072.59</i>	<i>+\$7,240.61</i>
<i>Sheriff's Deeds Filed/Records at \$125.00 each</i>	<i>221</i> <i>\$27,625**</i>	<i>305</i> <i>\$38,125**</i>	<i>-84</i> <i>-\$10,500</i>

*Appraise Only - \$7,956,000

**Monies deposited in General Fund

Sheriff Sales Activity Statistics for Past Five Years

<i>Type of Paper</i>	<i>2019</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>
<i>Foreclosures</i>	<i>402</i>	<i>416</i>	<i>710</i>	<i>742</i>	<i>837</i>
<i>Writs</i>	<i>62</i>	<i>63</i>	<i>76</i>	<i>77</i>	<i>140</i>
<i>Executions</i>	<i>9</i>	<i>7</i>	<i>5</i>	<i>10</i>	<i>12</i>
<i>Replevins</i>	<i>21</i>	<i>12</i>	<i>20</i>	<i>10</i>	<i>14</i>
<i>Total Papers</i>	<i>494</i>	<i>498</i>	<i>811</i>	<i>839</i>	<i>1,003</i>

<i>Type of Action</i>	<i>2019</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>
<i>Total Appraised</i>	<i>\$54,426,053.00</i>	<i>\$85,719,000.00</i>	<i>\$70,366,000.00</i>	<i>\$81,410,000.00</i>	<i>\$80,237,000.00</i>
<i>Total Sales</i>	<i>\$24,734,860.34</i>	<i>\$27,885,563.22</i>	<i>\$26,829,322.96</i>	<i>\$27,502,243.30</i>	<i>\$29,606,470.51</i>
<i>Third Party Sales</i>	<i>\$8,554,213.00</i>	<i>\$8,051,503.22</i>	<i>\$10,580,847.00</i>	<i>\$8,916,485.00</i>	<i>\$3,838,858.00</i>
<i>Poundage Earned</i>	<i>\$128,313.20</i>	<i>\$121,072.59</i>	<i>\$144,465.24</i>	<i>\$137,882.81</i>	<i>\$57,597.90</i>